

**Greater Alexandria Economic Development Authority
Executive & Government Relations Committee Meeting**

Minutes: Meeting of Tuesday, January 19, 2021

Present: Michael Caffery, Vice-Chair; Steven R. McGee

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Executive & Government Relations Committee was called to order by Commissioner Caffery 8:13 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

Legal Counsel reported that Mr. Charles F, Smith had not been sworn in yet but has already been appointed by the Alexandria City Council Members. A discussion was held.

It was moved by Commissioner McGee and seconded by Commissioner Caffery to recommend approval of the 2021 Legal Services Engagement Letter. A discussion was held. There being no public discussion, motion passed by unanimous vote

It was moved by Commissioner McGee and seconded by Commissioner Caffery to recommend approval of the 2021 Accounting Services Engagement Letter. A discussion was held. There being no public discussion, motion passed by unanimous vote

It was moved by Commissioner McGee and seconded by Commissioner Caffery to recommend approval of the Audit Engagement Letter for the Financial Statements for the year ended December 31, 2020 submitted by Oestriecher & Company, CPAs. A discussion was held. There being no public discussion, motion passed by unanimous vote.

Commissioner McGee requested that business cards for the commissioners be ordered if there were no legal issues prohibiting the purchase. A discussion was held.

It was moved by Commissioner McGee and seconded by Commissioner Caffery to add to the agenda a motion to recommend business cards be purchased for GAEDA Commissioners. There being no public discussion, motion was added by unanimous vote.

It was moved by Commissioner Caffery and seconded by Commissioner McGee to recommend approving purchasing business cards for GAEDA Commissioners. There being no public discussion, motion was added by unanimous vote.

There being no further business to come before the Committee, the meeting was adjourned at 8:21 a.m.

**Greater Alexandria Economic Development Authority
Human Resources Committee Meeting**

Minutes: Meeting of Tuesday, January 19, 2021

Present: Zebulon Winstead, Chair; Steven McGee

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Human Resource Committee was called to order by Commissioner Winstead at 8:23 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

There being no business to come before the Committee, the meeting was adjourned at 8:23 a.m.

**Greater Alexandria Economic Development Authority
Administration & Legal Committee Meeting**

Minutes: Meeting of Tuesday, January 19, 2021

Present: John Carroll, Chair; Candice Cheney

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Administration & Legal Committee was called to order by Commissioner Carroll at 8:00 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

The Committee heard a report from John Theriot, Knight Masden CPA regarding the December 2020 Financial Statements. A discussion was held. It was moved by Commissioner Cheney and seconded by Commissioner Carroll to recommend approval of the December 2020 Financial Statement. There being no public comments, motion passed by unanimous vote.

It was moved by Commissioner Cheney and seconded by Commissioner Carroll to recommend approval of the 2020 Budget Amendments. A discussion was held. There being no public comments, motion passed by unanimous vote.

It was moved by Commissioner Cheney and seconded by Commissioner Carroll to recommend approval of the 2021 Budget. A discussion was held. There being no public comments, motion passed by unanimous vote.

It was moved by Commissioner Cheney and seconded by Commissioner Carroll to recommend payment of the December 2020 Accounting Bill. There being no public comments, motion was added by unanimous vote.

It was moved by Commissioner Cheney and seconded by Commissioner Carroll to recommend payment of the December 2020 Legal Bill. There being no public comments, motion passed by unanimous vote.

There being no further discussion to come before the Committee, the meeting was adjourned at 8:12 a.m.

**Greater Alexandria Economic Development Authority
Economic Development Committee Meeting**

Minutes: Meeting of Tuesday, January 19, 2021

Present: John Carroll; Candice Cheney

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Economic Development Committee was called to order by Commissioner Carroll at 8:22 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was not present.

The Committee heard a report from the Executive Administrator regarding 2021 events. Ms. Varnado explained that several events for January 2021 have been postponed until the end of the year; while others have cancelled completely. A discussion was held.

There being no further business to come before the Committee, the meeting was adjourned at 8:26 a.m.

**Greater Alexandria Economic Development Authority
Capital Projects Committee Meeting**

Minutes: Meeting of Tuesday, January 19, 2021

Present: John Carroll; Candice Cheney

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Capital Projects Committee was called to order by Commissioner Carroll at 8:27 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

The Committee heard a report from the Executive Director regarding building/properties in Alexandria. A discussion was heard. The Executive director commented that several emails with documentation pertaining to properties were sent to commissioners with very limited details and specs due to the nature of the projects. The Committee specifically asked for what locations are being looked at and what are the possible usages of the building? The Executive Director reiterated that more detail addressing those questions will be submitted during the 2021 Retreat. In addition, staff reminded the Commissioners that GAEDA is still awaiting the Attorney General's Letter on the following Opinion:

1. Is it permissible under Louisiana law for GAEDA to create a non-profit organization with an entity to include but not limited to a State Planning District, a nonprofit and/or any other type of entity in the State of Louisiana with both entities being the sole members?
2. Is it permissible under Louisiana law for GAEDA to donate a building to a with any entity to include but not limited to a State Planning District, a nonprofit and/or any other type of entity in the State of Louisiana non-profit entity?
3. Is it permissible under Louisiana law for GAEDA to provide a financial match to secure? an EDA grant with an any entity to include but not limited to a State Planning District, a nonprofit and/or any other type of entity in the State of Louisiana?
4. Is it permissible under Louisiana law for GAEDA and any entity to include but not limited to a State Planning District, a nonprofit and/or any other type of entity in the State of Louisiana to hold joint title to a property or a building?
5. Is it permissible under Louisiana law for GAEDA to rent a space from any entity to include but not limited to a State Planning District, a nonprofit and/or any other type of entity in the State of Louisiana a non-profit organization in which it has a controlling interest?

There being no business to come before the Committee, the meeting was adjourned at 8:35a.m.

**Greater Alexandria Economic Development Authority
Operations Committee Meeting**

Minutes: Meeting of Tuesday, January 19, 2021

Present: Michael Caffery, Chair; Zebulon Winstead

Absent: None

The monthly meeting of the Greater Alexandria Economic Development Authority's Operation's Committee was called to order by Commissioner Caffery at 8:35 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

The Committee heard a report from Legal Counsel regarding the additional written operating/procedures the Board asked for. She stated that she had heard from only one commissioner, but does have draft recommendations that are not already in our current policies/ordinance.

The Committee Chair asked if she would continue working on the documents for best practices. He also invited all commissioners to submit suggestions so that the document will be all inclusive.

There being no further business to come before the Committee, the meeting was adjourned at 8:41 a.m.

**Greater Alexandria Economic Development Authority
Regular Meeting Agenda**

Minutes: Meeting of Tuesday, January 19, 2021

Present: Michael Caffery, Vice-Chair; John Carroll; Zeb Winstead; Candice Cheney; Steven R. McGee

Absent: None

The monthly regular meeting of the Greater Alexandria Economic Development Authority was called to order by Commissioner Caffery at 8:41 a.m. Executive Administrator, Angela Varnado called the roll. A quorum was present.

It was moved by Commissioner McGee and seconded by Commissioner Winstead to open nominations for Chair. There being no public comments, nominations for Chair were opened.

Commissioner McGee nominated Commissioner Carroll. A roll call vote was as follows:

Commissioner Caffery- No
Commissioner Carroll- Yes
Commissioner McGee- Yes
Commissioner Winstead- Yes
Commissioner Cheney-No

Commissioner Winstead nominated Commissioner Caffery. A roll call vote was as follows:

Commissioner Caffery- Yes
Commissioner Carroll- No
Commissioner McGee- No
Commissioner Winstead- Yes
Commissioner Cheney-Yes

By roll call vote, Commissioner Carroll was elected Chair by the majority of votes. Commissioner Caffery asked Commissioner Carroll to take control of the meeting as the new Chair.

It was moved by Commissioner Winstead and seconded by Commissioner Caffery to open nominations for Vice-Chair. There being no public comments, nominations for Vice-Chair were opened.

Commissioner Winstead nominated Commissioner McGee. A roll call vote was as follows:

Commissioner Caffery- No
Commissioner Carroll- Yes
Commissioner McGee- Yes
Commissioner Winstead- Yes
Commissioner Cheney-Yes

Commissioner Caffery nominated Commissioner Winstead. A roll call vote was as follows:

Commissioner Caffery- No
Commissioner Carroll- Yes
Commissioner McGee- Yes
Commissioner Winstead- Yes
Commissioner Cheney-Yes

By roll call vote, Commissioner McGee was elected Vice-Chair by the majority of votes.

It was moved by Commissioner Winstead and seconded by Commissioner Caffery to approve the January 2021 Consent Agenda. A roll call vote was as follows:

Commissioner Caffery- Yes
Commissioner Carroll- Yes
Commissioner McGee- Yes
Commissioner Winstead- Yes
Commissioner Cheney-Yes

By roll call vote, motioned passed by unanimous vote.

It was moved by Commissioner Winstead and seconded by Commissioner Caffery to approve December 11, 2020 Special Call Meeting Minutes.

A roll call vote was as follows:

Commissioner Caffery- Yes
Commissioner Carroll- Yes
Commissioner McGee- Yes
Commissioner Winstead- Yes
Commissioner Cheney-Yes

By roll call vote, motioned passed by unanimous vote.

It was moved by Commissioner Winstead and seconded by Commissioner Caffery to approve 2020 Budget Amendments.

A roll call vote was as follows:

Commissioner Caffery- Yes
Commissioner Carroll- Yes
Commissioner McGee- Yes
Commissioner Winstead- Yes
Commissioner Cheney-Yes

By roll call vote, motioned passed by unanimous vote.

It was moved by Commissioner Winstead and seconded by Commissioner Caffery to approve the 2021 Budget.

A roll call vote was as follows:

Commissioner Caffery- Yes

Commissioner Carroll- Yes
Commissioner McGee- Yes
Commissioner Winstead- Yes
Commissioner Cheney-Yes

It was moved by Commissioner Winstead and seconded by Commissioner Caffery to approve the 2021 Accounting Services Engagement Letter. A roll call vote was as follows:

Commissioner Caffery- Yes
Commissioner Carroll- Yes
Commissioner McGee- Yes
Commissioner Winstead- Yes
Commissioner Cheney-Yes

It was moved by Commissioner Winstead and seconded by Commissioner Caffery to approve the 2021 Legal Services Engagement Letter. A roll call vote was as follows:

Commissioner Caffery- Yes
Commissioner Carroll- Yes
Commissioner McGee- Yes
Commissioner Winstead- Yes
Commissioner Cheney-Yes

By roll call vote, motioned passed by unanimous vote.

It was moved by Commissioner Caffery and seconded by Commissioner Winstead to approve the Audit Engagement Letter for the December 31, 2020 Financial Statements submitted by Oestrieher & Company, CPAs. A roll call vote was as follows:

Commissioner Caffery- Yes
Commissioner Carroll- Yes
Commissioner McGee- Yes
Commissioner Winstead- Yes
Commissioner Cheney-Yes

There being no public comments, motion passed by unanimous vote.

It was moved by Commissioner Winstead and seconded by Commissioner McGee to add to the agenda a motion to purchase business cards for GAEDA Commissioners. There being no public discussion, motion was added by unanimous vote.

It was moved by Commissioner Winstead and seconded by Commissioner McGee to approve purchasing business cards for GAEDA Commissioners. There being no public discussion, motion was added by unanimous vote.

Commissioner Caffery recognized Council0man Lee Rubin to the meeting.

Commissioner stated that he would have additional information on the LSUA and Chamber endeavor at the 201 Retreat.

The Executive Director congratulated all new officers of the GAAEDA Board. He also stated that staff would be in touch with each officer so that they can be authorized as check signers on GAEDA accounts.

There being no further business to come before the Board, the meeting was adjourned at 9:35 a.m.